

VIPRA ARTS COMMERCE AND PHYSICAL EDUCATION COLLEGE RAIPUR(C.G)



2020-21

Value added course

on

Tally and basic advance computer course

Organized by

department of Commerce

Date: 15 feb to 15 March 2020-21

Value Added Course on

Tally and basic advance computer course 2020-21

Name of add on certificate Program offered	Course code (if any)	Year of offering	No. of times offered during the same year	Duration of courses	Number of students enrolled in the year	Number of students completing the course in the year	Number of students pass
Tally and basic advance computer course	NA	2020-21	Once	30 days	200	150	72

VALUE -ADDED COURSE SESSION -2021

TOPIC -TALLY AND BASIC ADVANCE COMPUTER COURSE

DURATION

(30 HOURS) 1MONTH

SYLLABUS WEEKLY

UNIT - I

MSWord:

Word Processing , shape clipart ,Page Setup, Margins, header footer, mailing,Spelling and Grammer ,Creating hyperlink Check ,Page break etc.

MS Excel : Excel Formula , sort and filter data, Sheet Protect , Protect

Workbook Power Point : Creating Attractive Slides , adding sound and video,

UNIT-II

TALLY :

Introduction to Accounting Software [Ex.-Tally Creation of Company Ledgers &Groups. Advance features of Accounting Software.

Accounting Transactions : Operating Cycle, Journal, Concept of Accounts Receivable and payable, Compound Journal entry, Opening entry of Ledger

UNIT - III

Google Form :

How to Design Google Form , How to Design Certificate from Google Form. How send link Or Invite to other .

TIME TABLE FOR ADD ON PROGRAME
ON
VALUE ADDED COURSE ON TALLY & BASIC ADVANCE COMPUTER COURSE

15 February to 15 March 2021

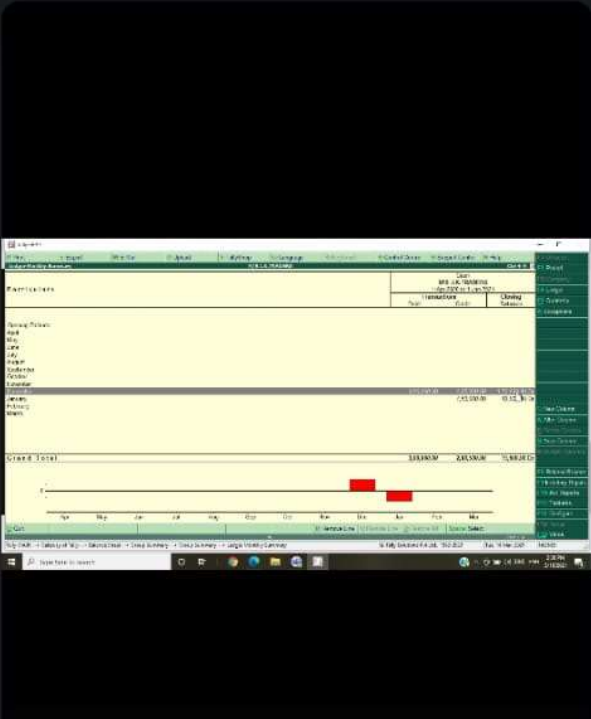
Day	Time	Teacher's Name
Monday	01:00 pm to 02:00 pm	Mrs.Preeti Yadav
Tuesday		Ms. Reena Sharma
Wednesday		Mr. Vipul Patel
Thursday		Ms. Chandani Sawlani
Friday		Ms. Kalpana Tiwari
Saturday		Mrs. Nidhi Shri Shukla

Guest Lecture by Mr. Ansari Sir

2:36 PM

← quz-hqky-qyu ▶

🔄 🔊



The screenshot shows a presentation slide with a yellow background. At the top, there is a table with columns for 'Activity', 'Start', 'End', and 'Duration'. Below the table is a Gantt chart with a horizontal timeline from 0 to 100. A red bar is shown on the timeline, starting at 0 and ending at 100. The slide also contains some text and a small image of a person.

Bhupendra Vishwakarma left

C You P Pooja D R 17 others

📞 📺 🔇 ⋮

2:02 PM

4G LTE 6



quz-hqky-qyu ▶



Particulars	Debit	Credit
OFFICE SECURITY DEPOSITE	36,885.33	
By Cash		36,885.33

Handwritten note: 36,885.33



Sana Ansari



You



Pooja



17 others



1:58 PM

... 4G LTE 5

← About this call

People

Information



Chandni sawlani (You)



Dimple Patle



Divyansh Tiwari



Lalita Sahu



Mahendra Sahu



Mamta giri



Neelam Kushwaha



Reet Dubey



Sana Ansari



Sana Ansari






Yogesh Sahu



Lecture by Mrs. Preeti Mam

1:19



[Close](#) **Participants (10)**


Waiting(1)


SG

Shivani gane



Joining...

Participants(9)

 Search





Preeti Yadav (Host, me)

 >



AN

Anamika Narang

 >



CM

Chandana Mishra

 >



PK

Poteshwari kola

 >



R

Rohanikoshle

 >



SG

Sanju Gota

 >



SR

Susmawati rana

 >

T

Tikeshwar

 >

DY

preeti yadav

>

Invite

Mute All

...







Lecture by Mr. Vipul Patel Sir

1:37 4G LTE



← About this call

People

Info

ADD OTHERS



Share joining info

IN CALL



Vipul Patel (You)



Anamika Narang



Arti



Ashutosh Satpathi



Badal thakur



Bhupendra Vishwakar...



Chanchali Kharsel



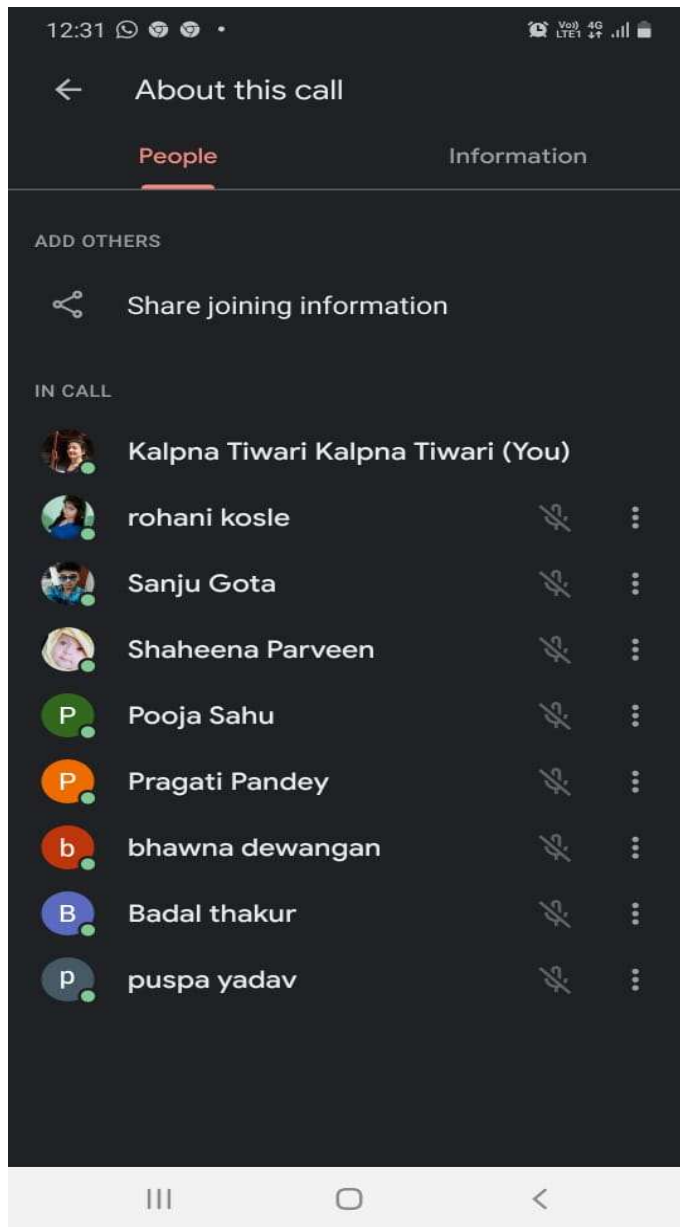
Chandana Mishra



Divyansh Tiwari



Lecture by kalpana tiwari



Types of A/C →

- 1) Personal A/C —
- 2) Impersonal A/C

Real A/C Nominal

Types of A/C

- 1) Personal A/C
(व्यक्तिगत)
- 2) Real A/C
(वास्तविक)

पू. (देने वाला) / ल. (लेने वाला)

पाने वाला (Receiver) / देने वाला (Giver)

जो आता है (What comes in) / जो जाता है (What goes out)

Lecture by Mrs.Nidhi Shukla



New Added Course
Google form

PC/laptop Mode
we can make through Google

Pooja Sahu left

You Dulesh Ashutosh 21 others



Badal Personal data survey form

Bio-Data of information about yourself

*Required

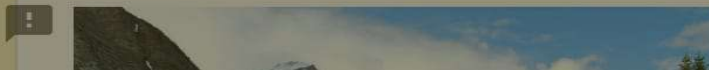


Your Favourite dish which you like to eat mostly ? *



Idli sambhar

Your best travelling destination which you would like to go in holidays *



Lecture by Chandni Sawlani

VolTE

1:50 PM

←

cgs-suqs-nzb ▶

Company Details

Company Name

CGS Software Pvt. Ltd.

Company Address

Plot No. 10, Sector 10, Gurgaon, Haryana

Company Phone

012-611-1000

Company Email

info@cgsoft.com

Company Website

www.cgsoft.com

Product Details

Product Name

CGS Suite

Product Version

1.0.0.0

Product License

CGS Suite License

Product Key

CGS Suite Key

System Information

System Name

CGS Suite

System Version

1.0.0.0

System License

CGS Suite License

System Key

CGS Suite Key

Chandni sawlani

P

You

C

Chandni

p

puspa

Y

19 others

ExcelSheet of no of students pass exam




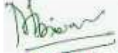
VALUE ADDED COURSE-2021 (Responses) Share

File Edit View Insert Format Data Tools Form Add-ons Help Last edit was made 4 minutes ago by Chandni sawani

	B	C	D	E	F	G	H	I	J
1	Email Address	Score	Student Name	Class with Year	1) Header Footer Option	2)Short Cut key of Copy	3)The ability to combine	4)Ctrl+N is used to	5)You t
54	Goyalj738@gmail.com	30 / 100	Jayesh goyal	3 year	Insert	Ctrl+C	Mail Merge	Open Document	Replac
55	kg775173@gmail.com	80 / 100	Khushi Gupta	B.com 1st year	Insert	Ctrl+C	Document formatting	New Document	ctrl+H
56	rj007897@gmail.com	85 / 100	Rahul sharma	B.com 1st year	Insert	Ctrl+C	Mail Merge	New Document	ctrl+H
57	manmohansinha0304rai	90 / 100	RAMAVTAR SINHA	B.com 1 st year	Insert	Ctrl+C	Mail Merge	New Document	ctrl+H
58	gauravbaghelindia02@gi	80 / 100	Gaurav Baghel	B.com 1st year	Page Layout	Ctrl+C	Mail Merge	New Document	ctrl+H
59	manmohansinha0304rai	90 / 100	RAMAVTAR SINHA	B.Com 1 st year	Insert	Ctrl+C	Mail Merge	New Document	ctrl+H
60	dhaneshnishad196@gm	60 / 100	Dhanesh nishad	3rd year b.com	Home	Ctrl+C	Document formatting	New Document	Both ai
61	kheleshwarisimour9@gr	90 / 100	Kheleshwari Simour	Bed 1 SEM 2021	Insert	Ctrl+C	Mail Merge	New Document	ctrl+H
62	12arunsahu34@gmail.co	55 / 100	Arun sahu	BCA 2year	Home	Ctrl+C	Mail Merge	New Document	ctrl+R
63	sahureshma067@gmail.i	60 / 100	Reshma sahu	Bcom 1year	Insert	Ctrl+C	Mail Merge	New Document	ctrl+H
64	dravverma675@gmail.co	95 / 100	DRAV KUMAR VERMA	B.ed -1st semester	Insert	Ctrl+C	Mail Merge	New Document	Both ai
65	sanjaychaudhary75156@	70 / 100	sanjaychaudhary	b.com 1 first year	Insert	Ctrl+C	Mail Merge	Save Document	ctrl+H
66	soniyasoni11071997@gr	80 / 100	Soniya soni	B.com 1st year6	Insert	Ctrl+C	Mail Merge	New Document	ctrl+H
67	manitanetam150896@g	45 / 100	Mamta netam	B. ed 1 sem. 2021	Page Layout	Ctrl+F	Mail Merge	New Document	ctrl+H
68	makboolahemhd@gmail.	75 / 100	Shaheena parveen	B.com2nd year	Page Layout	Ctrl+V	Mail Merge	New Document	ctrl+H
69	surbhim238@gmail.com	60 / 100	Surbhi mishra	B. Com 3rd year	Page Layout	Ctrl+C	Database Management	Open Document	ctrl+H
70	surbhim238@gmail.com	60 / 100	Surbhi mishra	B. Com 3rd year	Page Layout	Ctrl+C	Database Management	Open Document	ctrl+H
71	gyasahmed6670@gmail.	90 / 100	GYAS AHMED	Assistant professor	Insert	Ctrl+C	Mail Merge	New Document	Both ai
72	salvibhuti1301@gmail.co	35 / 100	ARADHANA	Bcom	Insert	Ctrl+C	Database Management	Save Document	ctrl+H
73									

Form Responses 1 Explore

Certificate of Student

		
Vipra Arts Commerce and Physical Education College Raipur(C.G.) E-Certificate		
Value Added Course 20-21 On Tally & Basic Advance Computer Course Participation -Certificate		
This is to certify that Mr/Ms/Mrs..... Pooja sahustudent of VIPRA COLLEGE RAIPUR has participated in the one month value added course on the "TALLY AND BASIC ADVANCE COMPUTER COURSE" In the Year 2021 . from 15 Feb to 15 March organized by COMMERCE DEPARTMENT VIPRA ARTS COMMERCE AND PHYSICAL EDUCATION COLLEGE RAIPUR (C.G)		
 Cordinator Dr. Anadhara Shukla	 Co-Cordinater Ms. Chandani Sawlani	 Principal Dr. Meghesh Tiwari